

**PLEASE POST**

# TOHONO O'ODHAM NATION

HUMAN RESOURCES OFFICE  
P.O. Box 837 ~ Sells, Arizona 85634  
Phone: (520) 383-6540 ~ Fax: (520) 383-4676  
Website: [www.tonation-nsn.gov](http://www.tonation-nsn.gov)



## Job Summary - April 13, 2015

HR 210	Department/Program/Division	Job Title	Note	Opening Date	FY 2015 Salary
<b>General Support Services</b>					
4119	Accounting	Controller	New	4/13/2015	\$ 85,432.00
4036	Department of Information and Technology	PC Technician	CL	10/20/2014	\$ 19.10
<b>Justice Programs</b>					
4108	Office of Prosecutor	Attorney Prosecutor		3/16/2015	\$ 70,118.00
<b>Department of Health and Human Services</b>					
4231	Community Health Services/Home Health	Certified Nurses Assistant	New	4/13/2015	\$ 16.47
<b>Department of Education</b>					
4184	Recreation - San Xavier	Recreation Specialist		4/6/2015	\$ 12.87
4200	Recreation - Site: Hickiwan	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4201	Recreation - Site: Sells	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4202	Recreation - San Xavier	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4203	Recreation - Pisinemo	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4204	Recreation - Al-Jek	Principle Lifeguard (Occasional)		3/23/2015	\$ 12.87
4205	Recreation - Sells	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4206	Recreation - San Xavier	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4207	Recreation - Pisinemo	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4208	Recreation - Hickiwan	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4209	Recreation - Al-Jek	Water Safety Specialist (Occasional)		3/23/2015	\$ 11.66
4141	Early Childhood/Head Start Site: Vaya Chin	Cook		1/12/2015	\$ 11.66
4142	Early Childhood/Head Start Site: Sells	Teacher		2/9/2015	\$ 19.10
4217	Education/Library	Librarian		3/23/2015	\$ 46,081.00
<b>Department of Natural Resources</b>					
4222	Well Maintenance	Well Maintenance Supervisor		3/30/2015	\$ 53,440.00
<b>Department of Planning and Economic Development</b>					
4156	Realty Office	Realty Specialist		3/16/2015	\$ 20.57

**Open Until Filled:** Apply during the first 10 working days to assure you are in the first group to be interviewed if qualified.

**Current Employees:** must be in your current position for six (6) months prior to applying for another job opening. (Section III. H.h)  
This provision may be waived if it is in the best interest of the Nation. Employees applying for transfer or promotional opportunities must advise their supervisor that they are competing for other position.

**NOTE:** All regular, temporary, full-time, part-time clerical positions under the Tohono O'odham Nation's Executive Branch will be filled from the established "Clerical Roster." Applicants are required to be tested in order to be considered for any clerical clerical positions, except Receptionist.

### FOR CLERICAL TESTING

Clerical testing is reserved for **Monday-Friday 8:30am-10:30am and 1:30pm—2:30pm EXCEPT ORIENTATION FRIDAY'S.**  
If applying contact Human Resources at (520) 383-6540 to schedule an appointment.

**IT IS IMPORTANT TO KEEP YOUR SCHEDULED APPOINTMENTS!!**

## APPLYING FOR POSITIONS

**HOW TO APPLY:** Submit the following: (1) a signed & completed Tohono O'odham Nation employment application, (2) a signed & completed Authorization to Release Information document, (3) a signed & completed Background/MVR Investigations document, (4) if claiming Indian Preference, submit a certified document of Indian Blood certificate (C.I.B.) OR a copy of Tribal Enrollment Card, (5) and resume, high school diploma, transcript of college courses, (3) letters of reference, copy of Arizona driver's license, 39 month motor vehicle record to the TOHONO O'ODHAM NATION, HUMAN RESOURCES OFFICE. Applications and supporting documents become the property of the Tohono O'odham Nation.

Indian Preference and Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nations, (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.

### OPEN CONTINUOUS RECRUITMENT

<u>DEPARTMENT</u>	<u>POSITION (S)</u>	<u>CLOSING DATE</u>
Police Department	Police Officer	Open Continuous
Police Department	Ranger	Open Continuous
Police Department	Public Safety Dispatcher (CL) (CR)	Open Continuous
Police Department	Corrections Officer (CL) (CR)	Open Continuous

### OTHER EMPLOYER'S RECRUITMENT

Sells District – Tohono O'odham Nation

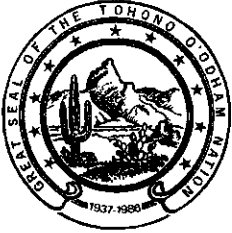
Position: Business Manager

Please contact the Sells District office at 520-383-2281 to apply.

### Intermountain Centers for Human Development

Position: Behavioral Health Case Manager

Please contact Angelica Gonzales, HR/Training Specialist at agonzales@ichd.net or Recruiting.com CRM.



TOHONO O'ODHAM NATION, EXECUTIVE BRANCH  
**HUMAN RESOURCES OFFICE**

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## **JOB ANNOUNCEMENT**

**JOB TITLE: CONTROLLER**  
**SALARY: \$85,432.00, PLUS BENEFITS**

**OPENING DATE: April 13, 2015**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS:** Probationary/Permanent, Full-Time

**HRS/WK:** Exempt

**DEPARTMENT:** GSS/Accounting

**JOB LOCATION:** Sells, AZ

**POSITION SUMMARY:** Under general direction, provides technical expertise and direction to the management of all accounting and financial data for the Tohono O'odham Nation (Nation). Maximizes return on financial assets by establishing financial policies, procedures, controls, and reporting systems.

### **MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Accounting or Finance, and six years progressive responsibility in governmental accounting and financial work experience, to include fund accounting, budgeting, and controlling centralized accounting activity for multiple fund programs and/or accounts and three years of supervisory experience.

—AND—

- Current Arizona Certified Public Accountant License preferred.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

Preference in filling vacancies will be given to (1) enrolled members of the Tohono O'odham Nation, (2) enrolled members of other nation's or tribes (3) other candidates. The Tohono O'odham Nation is committed to providing Equal Employment Opportunities.



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## JOB ANNOUNCEMENT

**JOB TITLE: CERTIFIED NURSES ASSISTANT**

**SALARY: \$16.47, PER HOUR, PLUS BENEFITS**

**OPENING DATE: April 13, 2015**

**CLOSING DATE: Open Until Filled**

*NOTE: To ensure consideration, apply within the first 10 working days of the opening date. If sufficient qualified applicants apply, the announcement could be closed at that time.*

**STATUS: Probationary/Permanent, Full-Time**

**HRS/WK: Non-Exempt**

**DEPARTMENT: HHS/Community Health Services**

**JOB LOCATION: Sells, AZ**

**POSITION SUMMARY:** Under general supervision, works closely with patients, provides basic care services and important social and emotional support, and vital information on patients conditions to the immediate supervisor.

### MINIMUM QUALIFICATIONS:

- High School Diploma or General Education Diploma and one year of work experience in a nursing field, or an equivalent combination of training, education, and work experience which demonstrates the ability to perform the duties of this position.

—AND—

- Must possess a Certified Nursing Assistant Certification by the Arizona Board of Nursing.
- Must obtain certifications in Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid within the first six months of hire.
- Food Handler's card must be obtained within six months after hire.
- Must possess and maintain a valid Arizona Driver's License (No DUI's or major traffic offenses within the past three years) and meet the Tohono O'odham Nation Tribal employer's insurance requirements to receive a driver's permit to operate program vehicles.
- Upon recommendation for hire a criminal background and finger print check is required to determine suitability for hire.
- Based on the department's needs, incumbents may be required to demonstrate fluency in both the Tohono O'odham Language and English as a condition of employment.

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**The Tohono O'odham Nation is an "Alcohol/Drug Free Work Place"**